

YCB Orientation Checklist

Tour of Facilities	
Outdoor	
	3D
	Field
	Practice Field
Indoor	
	Range
	Kitchen
	Tool Room
	Washroom

Archery Skill Assessment	
	Equipment Knowledge
	Experience
	Deployment

Probationary Responsibilities	
	YCB Sign-off Sheet
	Hours of Operation
	No Guests
	Not Alone

COVID Impacts	

Club Operations	
	Rules & Procedures
	Gate
	Newsletter
	Facebook
	Website
	Volunteer Hours
	Indoor Range Reservation

Safety Issues	
	AED
	First Aid Kits
	Fire Extinguishers
	Cell Reception
	RSO
	Archery Kit
	Shooting Line
	Tool Room

Date:	
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Board Member:	
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Probationary Member:	
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York County Bowmen

Rules & Regulations



1) General Rules

- a) You must display your membership identification at all times when at the club.
- b) All full members shall be provided with a key fob (deposit required) and gate lock combination to the facilities.
- c) It shall be the responsibility of **every** member to keep the clubhouse and grounds in a clean and orderly state. Attempt to leave any space cleaner than you found it.
- d) Articles of clothing and equipment are to be kept as tidy as possible and un-obstructive within the clubhouse. Use of coat racks and bow case shelves is strongly suggested.
- e) A parent or custodian **shall not** leave a child of less than sixteen years of age unsupervised while on York County Bowmen property.
- f) There is no smoking allowed in any building and within 9 meters of any building door. Please place your butts in the containers supplied, not on the ground. When smoking on the trail, take the butts home with you. Special notices may be posted at times to disallow smoking on the trails, in case of dry conditions and the danger of fire.
- g) Pets brought on the property must be under control and supervised at all times. Appropriate restraints if necessary, i.e. leash, dog kennel, etc. required to minimize disruption to members and ensure the safety of the pet are the responsibility of the pet owner.
- h) It is the responsibility of the pet owner to clean up their pet's excrement on the parking lot, practice range area and on forest trails.
- i) There is a **45 day notice** required to book the clubhouse for individual use and requests are subject to board approval at their monthly meeting.
- j) The last member to leave the clubhouse and property will ensure that the lights are off, and all windows, doors and the driveway gate are secured and locked.

2) Indoor Target Range Rules

- a) To prolong the indoor shooting wall life, avoid concentrated shooting in a single area. Targets should be moved periodically and removed upon completion of shooting.

- b) Archers will shoot from an agreed distance from the target. All archers must observe this distance and **not shoot ahead or behind** other archers. Spectators are only allowed **behind** the archers shooting and should not distract or bother those that are actively shooting.
- c) No one shall approach targets until all have finished shooting. Once shooting has stopped the command “**CLEAR**” will designate the signal that the targets may be approached. Clear is usually called by the last shooter on the line or the Range Safety Officer.
- d) Everyone shall abide by the rules and regulations posted for York County Bowmen.
- e) The shooting of field or bullet-head tips are the **only** type of arrow tips allowed to be shot at indoor wall and 3D targets. **Broad head or hunting tips may only be shot at a labeled Broad head butts.**
- f) Nocked arrows may only be drawn at the designated space (shooting line) and must be pointed toward the target (down range) until released or let down.
- g) All archers under the age of sixteen must be under the immediate supervision of an adult member or parent.

3) Outdoor Range and Field and 3D Course Rules

- a) Only field or target points may be used on the 3D, Field, practice and World Archery butts. **Broad heads may only be shot at Broad head target butts in the outdoor practice range.**
- b) Junior members who have attained the Ontario Hunter’s Safety Training Certificate may be allowed to use broad heads with the designated Broad head butts.
- c) The outdoor practice range is divided into the World Archery, 3D and Practice butt sections. The entire shooting line is locked whenever anyone is shooting the 3D section (middle). If the World Archery and Practice butts are shooting without anyone shooting the 3D section, at the discretion of those shooting or a range safety officer, separate lines may be declared, one of World Archery and another for the Practice butts.
- d) When shooting in the forest using the trails, please ensure your shooting group does not hold up other groups. A slower group should allow a faster group to “shoot through”.
- e) No archer shall shoot at a target unless they have a clear field of vision of the target and executing that shot from a designed area (shooting stake).
- f) Before an archer goes behind a target, such as when looking for lost arrows, the archer must place his/her bow on the bow hanger or directly in the target face, so that it is clearly visible to anyone approaching with intent on shooting the target that you are behind. Should a bow be found leaning against a target or anywhere close to it **SHOOTING MUST BE HALTED** until it is safe to do

so. In the case of two or more archers one is to remain at the shooting position (where arrow flight line can be called out directing the searchers) or remain in front of the target.

- g) **Stay on the main trails and safely shoot, retrieve and walk directly on clearly marked trails to the next target. Do not wander off the main trail, take short-cuts or enter trails marked as "Do Not Enter". Please follow any and all signage on the course.**
- h) For everyone's safety, the outdoor ranges, including the woods, will be closed 1/2 before sunset.
- i) Certified helmets must be worn by the adult operator and passenger on ATV or "side by side" while driving on YCB property. The helmet must meet the standards approved for motorcycle helmets, or motor-assisted vehicle helmets, and must be fastened properly under the chin (HTA).
- j) YCB hosts various shooting events & tournaments throughout the year. To ensure a safe environment any range, or part, may be closed prior to and during an event at the discretion of the event or tournament director.

4) Kitchen Rules

- a) Children under the age of fourteen are not permitted in the kitchen area.
- b) Cooking facilities are reserved for members use only.
- c) Cooking privileges will not apply on such occasions as official shoots and social functions.
- d) The kitchen is run on an **HONOUR** system, where you are responsible for what you take and you are responsible for clean up.

5) Overnight Stays

- a) It is the privilege of full members to stay overnight within the clubhouse. Please contact the President or VP before staying overnight.
- b) All vehicles must remain in the designated parking area at the clubhouse. This does not apply to the YCB Gator or Emergency vehicles.

6) Firearms

- a) **ARCHERY** is classified as a **FIREARM SPORT** and as such equipment should have the respect of its owner and others as such. **Unsafe handling of your firearm (BOW and ARROWS) is just cause for your membership to be revoked without compensation.**
- b) **GUNS** are not permitted in the clubhouse unless they are in proper storage for transportation. This means conforming with **FEDERAL TRANSPORTATION LAWS.**
- c) Nocked and spanned arrows are prohibited between shooting targets.

7) Plants and Animals on the York County Bowmen Property

- a) Only directors and/or persons approved by the board are allowed to clear away or cut trees or other vegetation at **York County Bowmen**
- b) **No hunting or trapping is permitted on the York County Bowmen property.**

8) Membership

New members:

- a) To start the process of membership a completed membership application form and digital head and shoulders photo must be submitted by email to the following email address: joinus@yorkcountymbowmen.com". A signed waiver form must accompany this application form. New members must attend an orientation meeting prior to any archery activities at the club's facility. After receipt of the application form and the E-Transfer of fees owing, the membership director will contact the applicant and arrange the orientation meeting. Applicants are requested to download and read the YCB Rules and Regulations & YCB Emergency Procedures documentation prior to the orientation meeting. Both these documents will be discussed at the orientation meeting.
- b) The orientation meeting will be conducted by a board member or assigned individual by the board to provide a tour of all the indoor and outdoor facilities, general operational procedures for the club, review the YCB Rules & Regulations, YCB Emergency Procedures documentation and YCB Orientation Sign-off Sheet. During this orientation meeting the applicant will demonstrate their archery knowledge, equipment inspection and setup skills, and demonstrate their ability to shoot in a safe and controlled manner.
- c) Applicants will be required to demonstrate proficiency in handling archery equipment throughout their probationary period. Applicants new to archery will be required to complete training in the safe handling of archery equipment and shooting by participating in the YCB archery school, private lesson(s) or a safety workshop prior to any participation in club archery activities. The training will be arranged with the membership director. See the YCB website www.yorkcountymbowmen.com for detailed information regarding the YCB School or lessons.
- d) During the probationary period the applicant must shoot with three different groups and acquire their signature on the YCB Orientation Sign-off Sheet to indicate their demonstration of safe archery practices. The applicant may secure the signature of an YCB Range Safety Officer after demonstrating safe archery skills. Any demonstration evaluation period shall be no less than an

hour in length and each evaluation period must occur on different calendar days within the probationary period. Upon acquiring all required signatures, the probationary member must send a digital copy of the completed Orientation Sign-off Sheet to the membership director (joinus@yorkcountybowmen.com) before their 90 day probationary period expires. Failure to complete this task will result in an immediate termination of your probation status and losing all fees submitted.

- e) All applications for membership are subject to a ninety (90) day probationary period. During this time both parties, the applicant and the YCB board of directors, have the option to accept or reject the application. The probationary period does not apply to members who have had a previous membership at YCB.
- f) ID tags must be visibly worn by all members while on the club's property. All members will be issued an annual ID tag which will include a photo. A digital head and shoulders passport style photo will be required for all members and must be provided to the membership director with the Membership Application
- g) New members joining partly into the year pay the pro-rated yearly fee for the months remaining in the calendar year. For example: A member joining in June pays 7/12 ths of the annual fee for the type of membership. Payment of the fee is required by E-Transfer before the orientation meeting. Cheques, money orders, credit cards or cash will not be accepted.
- h) No application for individual membership shall be considered from any person under the age of twelve years as of the date of application. Any student member under the age of 16 on December 31st of the year of the 16th birthday needs to have a parent or guardian present at the club's facility at all times. All parents or guardians who may accompany this junior member at any time must participate in the orientation meeting with the membership director or a person designated by the membership director. It will be acceptable to entrust a willing adult full club member to take temporary charge of the junior member while on the club's facility. The gate lock code and a key fob, to have access to the building, can be supplied on request but must stay in the possession of the parent or guardian accompanying the junior member. Photo ID tags will be issued to the junior members as well as all parents or guardians who may accompany the junior member at any time.
- i) Family memberships include up to 2 adult partners and all dependent children under the age of 18 years. Family members 18 years and older must apply separately for an individual adult or student membership. Senior Family applies if both partners are over 64 years of age.
- j) A student membership is for persons attending school full time locally and make use of the club's facility year round.
- k) Out-of-Town student membership is for persons attending school full time out-of-town. They will be allowed access to the facilities from the beginning of May to the end of the Labour Day weekend. Occasional visits to the club at other official school holidays will be included. Key fobs or gate lock codes may be issued to these members on the membership director's discretion.

- l) It is not recommended that new members, unfamiliar with the grounds, meander into the forest by themselves; an adult full member's accompaniment is strongly advised until becoming fully familiar with the surroundings and trail safety rules. There are some heavily wooded areas and it is possible to easily become disoriented
- m) Probationary members are expected to actively engage in archery at the club as much as possible and meet as many full members and board members as possible during their probationary period. During this period probationary members must complete their orientation requirements which include initial orientation and shooting exercise and their YCB Orientation Sign-off Sheet. The orientation sign-off sheet records when a probationary member shot with full members and secured their signature indicating the probationary member had met all the rules, procedures and guidelines and demonstrated safe archery practices for that period.
- n) Approval to full membership will be reviewed at the Board meeting held the month following the expiry of the probationary period and completion of the YCB Orientation Sign-Off sheet. Notification will be given by the membership director. Active membership starts at the date of approval. The ID tags must be worn in a visible manner (shirt, hat, quiver etc) whenever on the club's property. The members are requested to keep the lock combination secret; it shall not be passed on to non-members. Each year a new gate lock combination will be issued to paid-up members prior to the lock being reprogrammed. Building entry key fobs of members not having renewed their membership will be deactivated.

Approved Members:

- a) Members who have been approved by the board will be notified by an email from the membership director.

Existing Members:

- a) Memberships are due on January 1st of every year. Notification requesting payment will be mailed to all present members. A grace period of 45 days will provide ample time to comply with the request for payment. New photo ID cards, (different colour every year) will be issued to members a few days after the receipt of the membership fee. Electronic key fobs of members not having renewed their membership will be de-activated.

Lapsed memberships:

- a) A person not having renewed the membership by the deadline is not considered a member and will not have any privileges at the club. A penalty fee of the amount decided upon by the board of directors in addition to the regular fee may apply unless the executive committee has been made

aware of special circumstances. A probationary period does not apply for returning members. Again, special circumstances will be considered..

9. Payment of fees

- a) The membership fees are annual for a 12 month period starting January 1 ending on the 31st of December.
- b) Payments for memberships shall be made in the form of an E-Transfer to the following address: joinus@yorkcountybowmen.com. Cash, cheque or credit card will not be accepted.

Special Circumstances

- a) The timing for payment of fees or to waive any penalty fees may be negotiated with the board of directors to accommodate a member's temporary financial difficulty. Absence for lengthy illness, temporary job transfers or other involuntary absences will be given consideration; the board of directors shall be approached prior to any deadlines for an individual ruling.

10) Conduct of Members

- a) Members are expected to conduct themselves appropriately at all times, demonstrating respect to fellow members, guests and public. Disruptive or disorderly behavior, the use of inappropriate language and disparaging remarks which damage the reputation of the club and/or members in public or through social media are not acceptable and will be subject to disciplinary action.
- b) There shall be no consumption of alcohol before or during being active in archery. The use of any kinds of non-medical drugs is strictly prohibited.
- c) Complaints with respect to inappropriate behavior must be directed to the Board in writing. Upon receipt of a written complaint the Board will investigate and determine appropriate action. Disciplinary action of a member will be the sole responsibility of the Board and will be determined based on the severity and frequency of the situation. Discipline may involve verbal or written notice, suspension of membership and revocation of membership.

11) Guests

- a) **EVERY GUEST** is required to **sign a waiver** form for **EACH VISIT** to **YCB** regardless if a fee is paid or not. This waiver applies only to that visit. The sponsoring member is responsible for his/her guest's actions and must write his/her name and sign the waiver form. The signed waiver and applicable guest fees should be deposited in the locked collection box at the club.

- b) GUEST VISITORS active in archery are limited to a total of three (3) visits per calendar year for a 12 month period starting January 1 ending on the 31st of December. The club encourages guests to become full time members. The Guest fee is \$10.00 per guest per visit. Guests that do not actually shoot do not require to pay the guest fee. Guest fees paid, up to the amount of \$30.00, are credited towards the initiation fee should a guest decide to apply for membership.

12) Volunteer Hours

- a) Various activities throughout the year are scheduled to maintain the clubhouse, grounds, target ranges and support Club's activities and events. All members, excluding Seniors, Juniors and Honourary members are encouraged to participate and contribute to the club. Administrative activities count as volunteer hours. A credit of \$5.00 per hour to a maximum of \$50 will be applied to the following year's membership fees.
- b) Notices on the black-board in the club house, e-mail or newsletter notifications for work party schedules will provide the necessary information.
- c) Besides the scheduled work parties, it is the members responsibility to maintain a clean environment for all to enjoy. Keeping the place comfortable by cleaning the club house when it needs to be done. Taking out the garbage, sweeping the floor, wiping the sinks and counters, etc. should be everyone's responsibility.
- d) To encourage full participation at work parties, the indoor and outdoor practice ranges as well as the course will be off limits for archery activities during the designated times. These times shall be posted via YCB newsletter, website and at the club house during the work party. Some exceptions may apply at the discretion of the directors.

13) York County Bowmen Objectives

- a) To establish, maintain and conduct a club for the promotion of the sport of archery and to promote interest in archery games, recreation and sports.
- b) To provide shelter and other conveniences for members of the corporation and others. To equip, furnish and maintain these.
- c) To arrange matches and competitions of archery and those sports decreed by membership and to offer or grant and contribute toward prizes, awards and distinctions.
- d) To encourage, promote and appreciate the conservation of our natural resources in all their aspects and the development of all natural beauties of the countryside.
- e) To generally promote among its members a health giving way of life to the open air. Consistent with the best principles of sportsmanship and the highest standards of Canadian life.

- f) To embody and demonstrate those traits and qualities which set a standard of excellence whether at the club or elsewhere. We are all ambassadors for York County Bowmen.

Emergency Procedures

Emergency Phone

There is presently no emergency phone on the Club premises. In an emergency you will need to use a cell phone.

Emergency Phone Numbers

9-1-1

First Aid Kits

The First Aid kits are located in kitchen and tool/equipment rooms of the Clubhouse.

AED

The Automatic Emergency Defibrillator (AED) is located on the wall to the right of the kitchen entrance in the Clubhouse.

Emergency Location

The club is located on McCowan Rd. 2 km north of Aurora rd.

Archery Safety Best Practices

- Before using, always inspect your bow and arrows for defects or disrepair, including wear, cracks, twisting, or other damage to the bow, bowstring, cables, pulleys, and arrow shafts, nocks, and fletches.
- Assure yourself that all screws are tightened and bow accessories are properly attached.
- If the archery equipment fails your inspection remove it from use until it has been repaired. Archers that are part of a group should inform the coach.
- Pay attention when stringing a bow to assure that the bowstring is properly fitted in both of the bow tips. Use a bow stringer to string long and recurve bows.
- A good safety practice is to use both an arm guard and a finger tab or archery glove to protect your forearm and fingers, respectively, from the bow string.
- Before drawing the bow, always thoroughly inspect the line of sight to the target and areas to either side of the target to assure these arrow-flight zones are clear of people, pets, or other non-intended targets.
- Never draw a bow and point the arrow at or in the direction of another person.

- Do not shoot an arrow into an area where its path cannot be followed or straight upwards into the air.
- Only draw the bow when pointing the arrow at a target.
- Never draw back a bowstring further than the length of the arrow being used.
- Do not release a bowstring unless it has a nocked arrow.
- Always follow all instructions of the Archery Range Leader while at an archery range.
- When at an archery range, do not retrieve your arrows until the “stop shooting” and “all clear” signals have been given. Likewise, do not move past the firing line to pick up a dropped arrow or other equipment until these signals have been given.
- Never pass in front of other archers while at an archery range. Stay behind the archery shooting line.
- Stand to one side of the target when pulling out arrows.
- If you must search for arrows behind the target, let other archers know where you are by placing your bow in front of the target or having another archer stand in front of the target.
- Always carry arrows with the points facing down and do not run while carrying arrows.
- If you are injured while practicing archery, notify your project leader, parent, or guardian. Seek medical attention if the injury is serious.



YCB Orientaiton Sign-Off Sheet

Name:	
Cell:	
Email:	

				YCB Member		YCB Representative	
		Date:	Location:	Name:	Signature:	Name:	Signature:
1	Initial YCB Orientation*						
2	Shoot with YCB Members**						
3	Shoot with YCB Members**						
4	Shoot with YCB Members**						

Each completed section indicates that the probational member understood and applied the YCB rules and procedures and actively demonstrated archery in a safe manner.

Anyone would requires clarification of the any YCB document and/or procedure should contact a YCB board to resolve this matter

- * The Initial Orientation will cover a number of safety, procedural and practical demonstration of safe shooting practices. If required, the probationary member will be required to register for basic lessons to establish fundamental archery skills and safe practices.
- ** The probationary member must secure a signature from three different members while engaging in at least two of the following activities on separate calendar days:
Indoor Range; Outdoor Practice Field; Field Course; 3D Course.

Office Only

Probational Started	
Probational Completed	
Membership Confirmed	